

24 NOV 1969

18 November 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-29-9

SUBJECT : Staffing During Weather Emergencies - Office of Personnel

RESCISSION: OPM 20-29-7 dated 26 September 1968

1. It is necessary that certain essential functions and services not be interrupted when a general closing of Federal offices is declared due to hazardous weather conditions and that personnel be identified to report for duty under such circumstances to provide emergency staffing.

2. The Office of Personnel will be staffed to provide the following services under such conditions: (a) take necessary action in employee emergency cases; (b) respond to urgent questions about the status of employees; (c) process overseas travelers; (d) accommodate out-of-town applicants; and (e) respond to requirements of the Offices of the Deputy Director for Support and the Director of Central Intelligence.

3. A list of individuals who are expected to report for duty and their duty assignments is attached.


Acting Director of Personnel

Att

OPM 35-69

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